



## Delaware Readiness Team Timeline

### Information Sessions:

January 14	James Williams State Service Center, Dover, 2:00-4:00
January 16	Floyd Hudson State Service Center, Newark, 3:00-5:00
January 17	Woodlawn Public Library, Wilmington, 2:00-4:00
January 22	Georgetown State Service Center, Georgetown, 2:00-4:00

### Letter of Interest:

February 15	Submit to: Sherlynn Aurelio DEL TEAM Project Manager <a href="mailto:saurelio@lf.k12.de.us">saurelio@lf.k12.de.us</a>
-------------	--

### Information Sessions:

February 25	James Williams State Service Center, Dover, 2:00 – 4:00
February 26	Georgetown State Service Center, Georgetown, 2:00-4:00
February 27	Woodlawn Public Library, Wilmington, 4:00-6:00
February 28	Floyd Hudson State Service Center, Newark, 2:00 – 4:00

### Application:

April 8	Submission Deadline, including Delaware Readiness Team Community Application Letters of Commitment from each participant Delaware Readiness Team Composition Submit to: Sherlynn Aurelio, DEL TEAMS Project Manager c/o Office of Early Learning 820 North French Street, 5 <sup>th</sup> Floor Wilmington, DE 19801 OR <a href="mailto:saurelio@lf.k12.de.us">saurelio@lf.k12.de.us</a>
April 19	Notification of Delaware Readiness Team Award

***For more information, contact  
Sherlynn Aurelio, Delaware Readiness Teams Project Manager  
[saurelio@lf.k12.de.us](mailto:saurelio@lf.k12.de.us),  
303-228-5660***



## **Delaware Readiness Teams (DEL TEAMS)**

### **Project Description**

**December, 2012**

#### **Introduction:**

The Delaware Office of Early Learning (OEL), in cooperation with its managing partner, the Delaware Early Childhood Center (DECC), is seeking applications for participation in its new place-based strategy, Delaware Readiness Teams (DEL TEAMS). Funded by the Early Learning Challenge Grant in partnership with private foundations and corporations, DEL TEAMS is a state-wide initiative that offers a unique opportunity for communities to build strong and reciprocal linkages between early care and education programs and K-12 schools and to support young children's readiness for school and for life.

Communities are invited to apply for technical assistance to initiate Delaware Readiness Teams that bring together representatives from those agencies serving young children, birth to age 8, and their families to strengthen partnerships and collaborations to support and enhance strategies for students' school readiness and success.

#### **Delaware Readiness Team Locations:**

All of Delaware's communities are invited to form DEL TEAMS. Priority will be given to those Delaware Readiness Teams that are being established in eight Priority Zones located throughout the state. Each DEL Team will determine its own geographic boundaries, either within a portion of a Priority Zone or outside of those defined areas. Our goal is to work with twenty DEL TEAMS in all of Delaware's counties.

The Priority Zones have been identified through the mapping of multiple data sources including research from the United Way, Delaware Department of Education and Delaware Department of Health and Social Services. They are in areas with high populations of at-risk children and families and have been selected because of the numerous concerns within these Zones that confront children's success. *(These maps are attached for your reference.)*

All Delaware Readiness Teams must include at least one elementary school; multiple schools may be represented. Priority will be given to those applicants that include:

- a low performing school, as identified by the Delaware Department of Education, OR
- have high populations of English Language Learners or Special Education students in grades K-3, OR
- have had two or more years of low performance on third grade Delaware Comprehensive Assessment System tests (DCAS)

Priority consideration will also be given to those communities that demonstrate commitment for outreach to those child care programs that are not yet participating in Delaware Stars.

#### **Delaware Readiness Teams Participation and Work:**

The composition of your Delaware Readiness Team is critical for the success of your work. Each group must identify a diverse and comprehensive set of key stakeholders within the community whose work supports at-risk families and children, birth through age 8. Together the DEL TEAM, through a community assessment and prioritization process, with support from the Delaware Early Childhood Center (DECC), will determine areas of focus for an action plan that will further expand or coordinate these efforts to prepare children for school and life success.



Delaware Readiness Team membership should include representatives from early care and education programs, elementary schools, health and social service agencies, home visiting programs, Head Start, Special Education (birth to age 3 Early Intervention and Part B 619, ages 3 to 5), before/after school programs, and community and business leaders. Family representatives are essential members whose voice will offer a unique perspective. Additional members that enhance the team's make-up may come from child-focused organizations such as higher education, a philanthropic representative or a children's librarian. Health promotion and prevention programs will further enhance this composition. A more complete list of potential team members is offered within the application.

Each DEL TEAM will determine its own level of membership commitment over the life of the three-year grant. A Delaware Readiness Team will operate most efficiently when a DEL TEAM leader is chosen or emerges from within the group. This identified leader will be the liaison with the Delaware Readiness Team Project Manager and will be initially responsible for bringing the members together to begin their work. The leader must be identified on the community application.

Members of the Delaware Readiness Teams will participate in the completion of the community assessment and define priorities and areas for focus and action. Following the assessment, the DEL TEAM participants will be asked to begin their field-based efforts that relate to Delaware's Readiness Equation:

$$\begin{aligned} & \textit{Ready Families} \\ & + \textit{Ready Schools} \\ & + \textit{Ready Early Care and Education Programs} \\ & + \textit{Ready Communities} \\ & = \textit{Ready Children} \end{aligned}$$

This equation promotes the multi-faceted community approach to readiness that includes children's health and development, early learning programs' and schools' connections, and the provision of family resources and services as a model that best prepares children for school success.

#### **Funding:**

Funding is available for DEL TEAMS to complete their community assessment efforts by June 30, 2013. Individual requests for funds, up to \$1000 each, will be made to the Delaware Readiness Teams Project Manager for use by June 30, 2013. These initial funds may be used for outreach for Delaware Readiness Team compilation, meeting costs, professional development that supports the completion of an assessment, and development of action plans based on the successful completion of a community assessment.

Additional funds will be made available in subsequent years for professional development, community events, and DEL TEAM meetings and functions. An annual contribution from the Delaware Readiness Team will be required. For the period of July 1, 2013 – December 31, 2013, the amount will be approximately \$500. This contribution is the beginning step toward sustainability, encouraging the Delaware Readiness Team to consider and identify strategies for maintaining momentum and operation after the life of the grant.

**Additional Information and Technical Assistance:**

The Delaware Early Childhood Center (DECC) will offer 2-hour informational sessions at:

<b>January 14</b>	James Williams State Service Center, Dover, 2:00-4:00
<b>January 16</b>	Floyd Hudson State Service Center, Newark, 3:00-5:00
<b>January 17</b>	Woodlawn Public Library, Wilmington, 2:00-4:00
<b>January 22</b>	Georgetown State Service Center, Georgetown, 2:00-4:00
<b>February 25</b>	James Williams State Service Center, Dover, 2:00-4:00
<b>February 26</b>	Georgetown State Service Center, Georgetown, 2:00-4:00
<b>February 27</b>	Woodlawn Public Library, Wilmington, 4:00-6:00
<b>February 28</b>	Floyd Hudson State Service Center, Newark, 2:00-4:00

These sessions will provide a brief presentation and project staff be available to answer questions about the Delaware Readiness Teams initiative. Please register for the January events by Thursday, January 10 and the February events by February 22, 2013 by contacting Amanda Walker, [aawalker@lf.k12.de.us](mailto:aawalker@lf.k12.de.us) or 302-398-8945, x 103.

Questions about the application process may be directed to the Delaware Readiness Teams Project Manager: Sherlynn Aurelio: [saurelio@lf.k12.de.us](mailto:saurelio@lf.k12.de.us), 302-228-5660.

Throughout the life of the grant, Delaware Readiness Team facilitators will offer technical assistance, resources and professional development, funded through the Early Challenge Grant, to support each DEL TEAM's operational efforts.

**Application Timeline:**

- |  |                   |
|--|-------------------|
| • Submission of Letter of Interest:              | February 15, 2013 |
| • Submission of Application:                     | April 8, 2013     |
| • Notification of Delaware Readiness Team Award: | April 19, 2013    |

**Application Submission:**

Applications should be submitted electronically by email or in hard copy. For email submissions, a response email will be sent within 24 hours. If you do not receive the response, please contact the Project Manager to assure submission has been completed.

Submissions go to:

**Sherlynn Aurelio, Delaware Readiness Teams Project Manager**  
c/o Office of Early Learning  
820 North French Street, 5<sup>th</sup> Floor  
Wilmington, DE 19801 OR  
[saurelio@lf.k12.de.us](mailto:saurelio@lf.k12.de.us)  
302-228-5660



## Delaware Readiness Teams (DEL TEAMS) Application Guidelines December, 2012

This document provides a detailed description of each section in the application. Applicants are asked to respond to the questions on the application form using the information below as a guide.

- A. Contact Person:** Please identify the person(s) who will be the primary contact during the initial development phase of the DEL TEAM. This person will be responsible for bringing together the key members, coordinating the completion of the community assessment, development of the action plan and identifying the financial supports that are needed for April through June 30, 2013.
- B. Community Demographics:** Use this section to describe the composition of your community. Indicate the community from within the Priority Zone that will be represented by the Delaware Readiness Team by describing its geographic boundaries. Each DEL Team will determine its own geographic boundaries, either within a portion of a Priority Zone or outside of those defined areas. *(Please reference the detailed Priority Zone maps included in the application packet.)* Indicate if there are high populations of English Language Learners or Special Education students in grades K-3. Describe students' test scores on the third grade DCAS and whether the school has been identified as a low-performing school. Explain other risk factors that may impact children's school readiness. Describe families' access to high quality early childhood, birth to age 5, programs.
- C. Delaware Readiness TEAM Representation:** DEL TEAMS' success will be dependent on the diverse and inclusive nature of its composition. The membership should be representative of the agencies that support children, birth through age 8, and the elements of the Readiness Equation, *Ready Children = Ready Families + Ready Schools + Ready Early Care and Education Programs + Ready Communities*, assuring membership from various lead agencies that support children and families' health, wellness and educational development. The Readiness Equation promotes the multi-faceted community approach to readiness that includes children's health and development, early learning programs' and schools' connections, and the provision of family resources and services as a model that best prepares children for school success. The application lists the DEL TEAM affiliations for easy reference during completion and requests specification of each team member who will be participating.

At a minimum, the DEL TEAM **must** have representation from the following:

- **Elementary School Representation:** A diverse set of representatives from within the elementary school(s) will offer unique perspectives and experiences. Include both teachers and administrators that have direct roles with young children. IDEA, 619 (ages 3-5) or K-3 Special Education staff must also be part of the Delaware Readiness Team.
- **Child Care Providers:** Delaware's child care providers will represent an important aspect of the early learning community. Delaware Stars, the state's quality improvement system identifies child care programs that are voluntarily participating in the provision of standards-based services. DEL TEAMS should include Star 3, 4, or 5 high quality child care programs wherever



possible. (*Not all communities may have Stars-participating sites.*) The Delaware Readiness Team Project Manager will be able to offer data mapping information about the locations of these center-based or family child care facilities. A mix of both center-based and family home-based providers is recommended.

In addition to Stars-participating programs, DEL TEAMS must *invite* non-participating Stars providers. This initial outreach will be important for the Delaware Readiness Teams' efforts to reach a diverse set of stakeholders. While a recommended participant, these facilities are *not required* to participate on the initial team. DEL TEAMS with an initial strategy to include or reach out to these non-participating providers will receive priority consideration in the application review. For more information about Delaware Stars, go to <http://www.dieec.udel.edu/delaware-stars-participating>

- **Additional Early Care and Education Providers:** Every community has early childhood and early school age providers that offer a variety of services and opportunities for children and families. These agencies should be identified and invited to participate for the initial application. Additional representatives may be identified through the community assessment for later invitation. It is important that the beginning DEL TEAM include representation from a birth to 3 organization such as Early Head Start, birth to 3 Early Intervention, or home visiting. In addition a representative from a preschool (3-5) community provider must be included and may come from agencies such as Head Start, ECAP, IDEA 619 ages 3 to 5, or preschool home visiting programs.
- **Family Representatives:** The family perspective is a key voice that must be included in the Delaware Readiness Team composition. Family participants should be those who have children between the ages of birth through age 8 and who are able to attend the DEL TEAM meetings. Child care or transportation support may be offered to facilitate their attendance. The DEL TEAM will offer a unique opportunity to grow parent leaders and advocates.
- **Community Leadership:** Communities often have early learning champions who are housed within businesses or civic organizations. Inviting them to join the DEL TEAM assures ongoing community education and advocacy and offers opportunities for sustaining the work after the Challenge Fund supports wane.
- **Health and Social Service Agencies:** Delaware's Readiness Equation defines school readiness through a comprehensive approach that includes children's health and wellness. Many Delaware community services focus on assuring children's well-being and should be included in the DEL TEAM composition. Social Service representatives may include: child welfare, child care resource and referral, or family support. Health Care representatives may come from: pediatricians or physicians, home visiting nurse, nurse practitioner, mental health provider or consultant, public health consultant, or health care clinics. Health promotion and prevention programs will further enhance the Delaware Readiness Team's composition.
- **Optional Representatives:** DEL TEAMS' functioning will be enhanced through the participation of other stakeholders that may be unique to the community or to the work within the community's early learning, birth through age 8, agencies. They may be invited to join the DEL





TEAM at the outset or may be identified throughout the life of the Delaware Readiness Team. These may include, but are not limited to, representatives from higher education, philanthropy, religious leaders, and other community organizations.

- **Letters of Commitment**

Each member of the DEL TEAM must complete a Letter of Commitment, to be included with this application. The letter indicates the representative's pledge to support and participate in the community's place-based efforts to link early childhood, birth to age 5, and K-12 education, ultimately resulting in young children's, birth through age 8, positive school outcomes and life success. A sample letter is attached. They may be scanned and submitted electronically with the application or sent through the mail system as a separate set of documents. Please indicate the submission choice on the application form.

#### **D. Application Questions**

Each Delaware Readiness Team must complete these questions. Please use them as an opportunity to explore the composition of the Delaware Readiness Team who may provide valuable insight and participation. *Please refer to the DEL TEAMS Project Description for more information about DEL TEAMS.*

- 1. What steps will you take to develop the team so it is representative of the community?**

Please describe the process and steps taken to recruit the DEL TEAM membership. Explain the anticipated contribution the members will make as an agency representative and how the DEL TEAM has assured a diverse grouping of members that spans the full scope of readiness as defined by Delaware's Readiness Equation.

- 2. With Delaware's Readiness Equation in mind: *Ready Children = Ready Families + Ready Schools + Ready Early Care and Education Programs + Ready Communities*, explain how your team might work to build or expand collaborative working partnerships among families, providers, and agencies that serve children from birth through age eight.**

Communities may already have effective teams or committees with agencies that work together to support young children and their families. Describe how these partnerships can be expanded to enhance that work or explain how the community will come together to begin or form collaborative partnerships. Include in this explanation the components of the Readiness Equation and how the team will bring together families, early childhood, ages birth to 5, and K-12 providers and community agencies.

- 3. Describe your community's current structure for planning family-centered community-wide events. What kinds of activities already exist? How are they publicized? Who generally attends?**

This question offers applicants an opportunity to describe the way in which the community joins together to provide families health, social services and educational resources that strengthen the family's engagement in their children's readiness. These resources may include activities such as a family fun fair day or community newsletters, workshops, etc.



**4. What other information would you like us to know about your community?**

Applicants can use this question to share information about the community's demographics or recent newsworthy events. It may also describe current or past experiences with community engagement or team-building.

**5. What excites you about establishing a Delaware Readiness Team for your community? Do you have a preliminary vision for the Delaware Readiness Team?**

Use this question to describe a preliminary vision for school readiness. What positive outcomes do you anticipate for your community? For the children? For families?

Please submit this application, ***ON OR BEFORE April 8,*** to  
Sherlynn Aurelio, Delaware Readiness Teams Project Manager  
c/o Office of Early Learning, 820 North French Street, Wilmington, DE 19801;  
or electronically to [saurelio@lf.k12.de.us](mailto:saurelio@lf.k12.de.us)





**Delaware Readiness Team Community Application**  
**December 2012**

<b>Delaware Readiness Team Name:</b>	<b>Priority Zone:</b>	<b>Yes:</b>	<b>No:</b>
If yes, indicate Zone (see attached maps):			
<b>Participating School District(s) and Elementary school(s):</b>			

**A. Contact Information for Lead Person for start-up of your Delaware Readiness Team:**

Name & Title: \_\_\_\_\_  
 Organization Affiliation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Phone #s: \_\_\_\_\_

**Best Time to Contact You:**                      Morning                      Afternoon                      Evening

**B. Community Demographics:** Describe the Delaware Readiness Team community. Identify the geographic boundaries of the DEL TEAM. Indicate those community risk factors that may impact children's school readiness and success.

**C. DEL TEAM Representation:** Please designate your Delaware Readiness Team's membership compilation by indicating the assembled representatives with a checkmark. A letter of commitment from each required team representative must accompany your application. *(Refer to Application Guidance for more information about required or optional membership)*

**Elementary School Representation** (minimum of 1 from each category)

\_\_\_\_\_ K-2 Teacher  
 \_\_\_\_\_ IDEA Part B  
 \_\_\_\_\_ K-3 Special Education  
 \_\_\_\_\_ Principal, Assistant Principal, District Elementary Director, Assistant Superintendent, Superintendent

**Child Care Providers** (minimum of 2 representatives)

\_\_\_\_\_ Delaware Stars Level 3,4,5 provider participant 1  
 \_\_\_\_\_ Delaware Stars Level 3,4,5 provider participant 2  
 \_\_\_\_\_ Provider not yet participating in Stars *(preferred participation, but not required for application)*

**Additional Early Care and Education Providers** (minimum of 2 provider types that represent two different age groups)

\_\_\_\_\_ Head Start or ECAP  
 \_\_\_\_\_ Home Visiting or Early Head Start  
 \_\_\_\_\_ Part IDEA C Provider  
 \_\_\_\_\_ Other: \_\_\_\_\_

**Family members with Children birth to eight years**

\_\_\_\_\_ Family participant 1  
 \_\_\_\_\_ Family participant 2  
 \_\_\_\_\_ Civic or Business Leader                      \_\_\_\_\_ Social Service agency                      \_\_\_\_\_ Health Care provider

**Other representatives** such as: philanthropic agency, after school provider, higher education, religious leader, children's librarian or other child-related position, health prevention or promotion, service or educational agencies (Please indicate type)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## Delaware Readiness Team Community Application (Page 2)

Delaware Readiness Team Name: \_\_\_\_\_ Contact: \_\_\_\_\_

### D. Application Questions:

1. What steps will you take to develop the team so it is representative of the community?

2. With Delaware's Readiness Equation in mind: *Ready Children = Ready Families + Ready Schools + Ready Early Care and Education Programs + Ready Communities*, explain how your team might work to build or expand collaborative working partnerships among families, providers, and agencies that serve children from birth through age eight.

3. Describe your community's current structure for planning family-centered community-wide events. What kinds of activities already exist? How are they publicized? Who generally attends?

4. What other information would you like us to know about your community?

5. What excites you about establishing a Delaware Readiness Team for your community? Do you have a preliminary vision for the Delaware Readiness Team?

Letters of Commitment are: \_\_\_\_\_ electronically attached \_\_\_\_\_ being mailed separately

Submit application to: Sherlynn Aurelio, Delaware Readiness Team Project Manager  
c/o Office of Early Learning  
820 North French Street, 5<sup>th</sup> Floor  
Wilmington, DE 19801 OR  
[saurelio@lf.k12.de.us](mailto:saurelio@lf.k12.de.us) 302-228-5660



# Delaware Readiness Team Community Application (page 3)

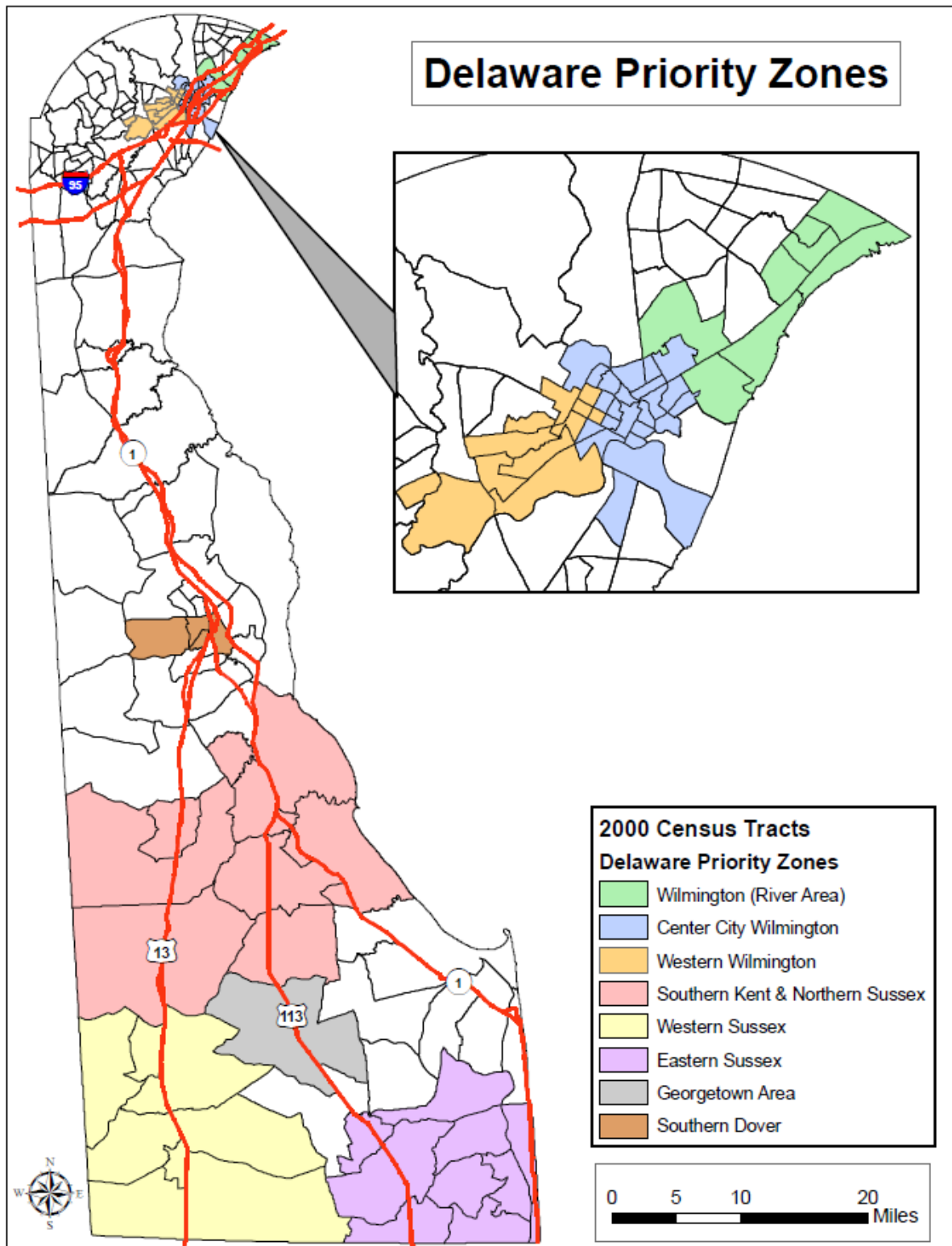
Delaware Readiness Team Name: \_\_\_\_\_ Contact: \_\_\_\_\_

## Delaware Readiness Team Composition

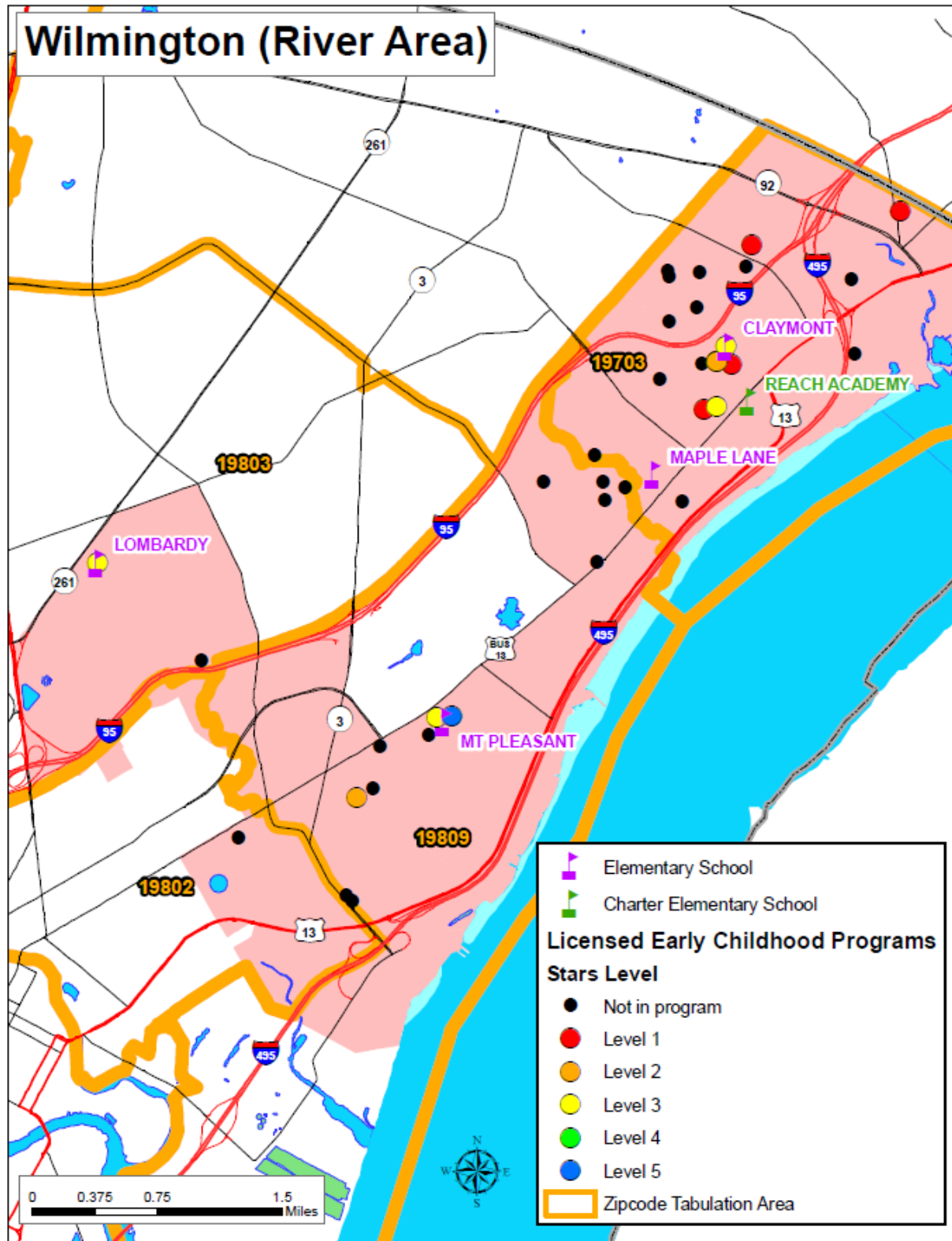
*Please specify those representatives that have agreed to participate on the DEL TEAM. (Add rows as needed.)*

- 1) Elementary School      2) Child Care (indicate Star level if applicable)      3) Other Early Care and Education Provider      4) Family Member  
 5) Civic or Business Leader      6) Health Care Agency      7) Social Service Agency      8) Other

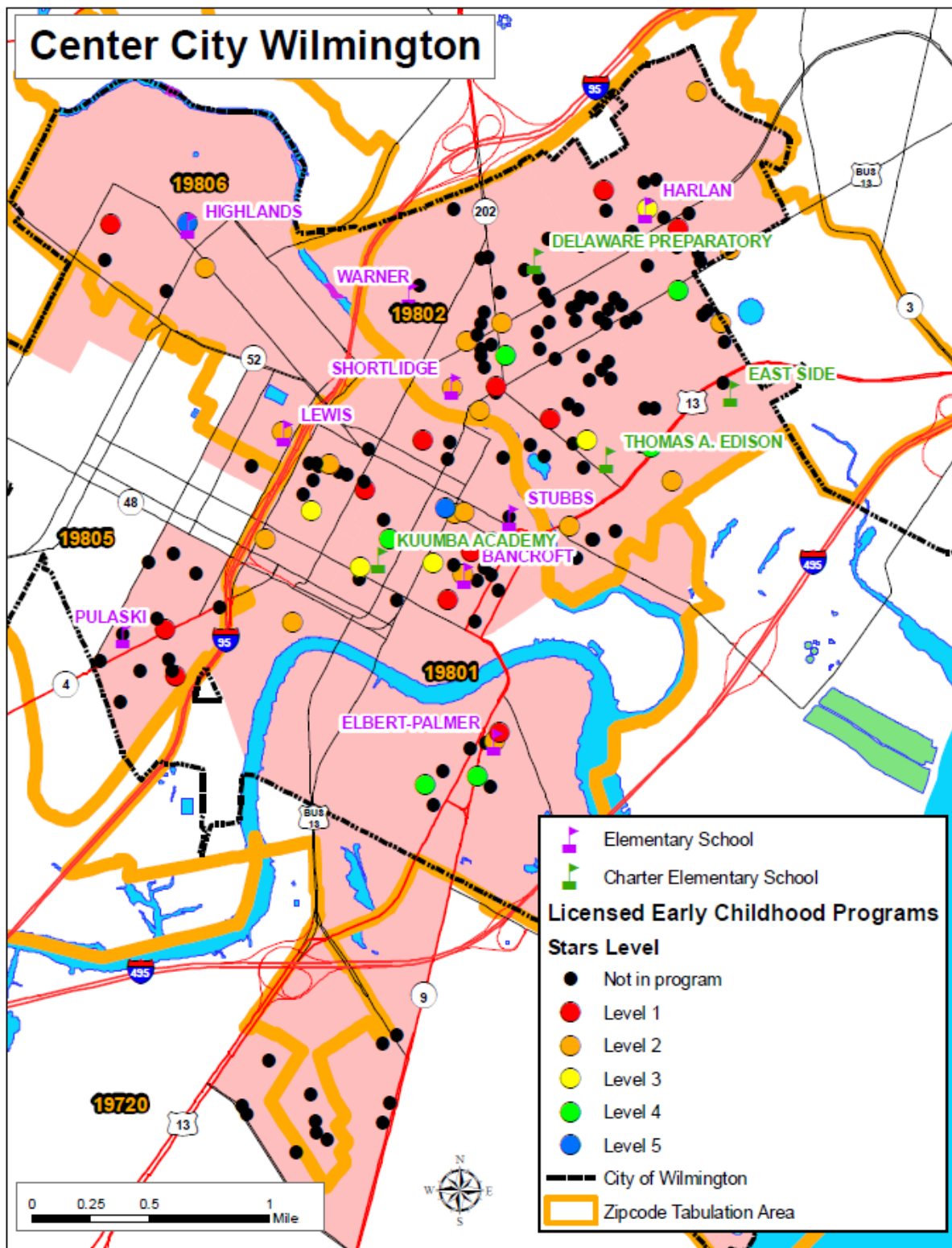
Name	Title	Organization	Email	Phone	Affiliation <small>Identify from list above</small>



Source: University of Delaware, December 2012, from data collected by the Center for Applied Demography and Survey Research

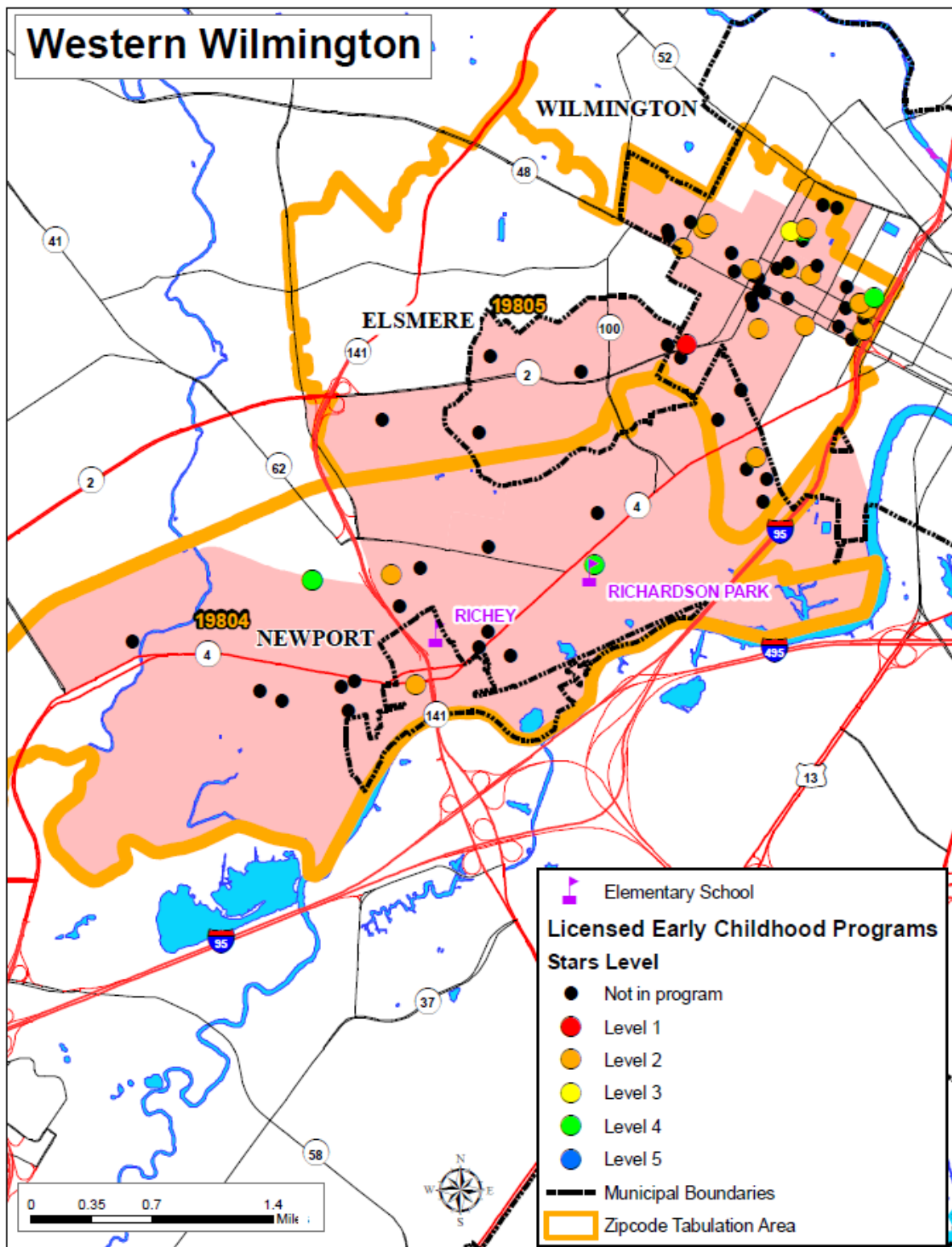


Source: University of Delaware, December 2012, from data collected by the Center for Applied Demography and Survey Research



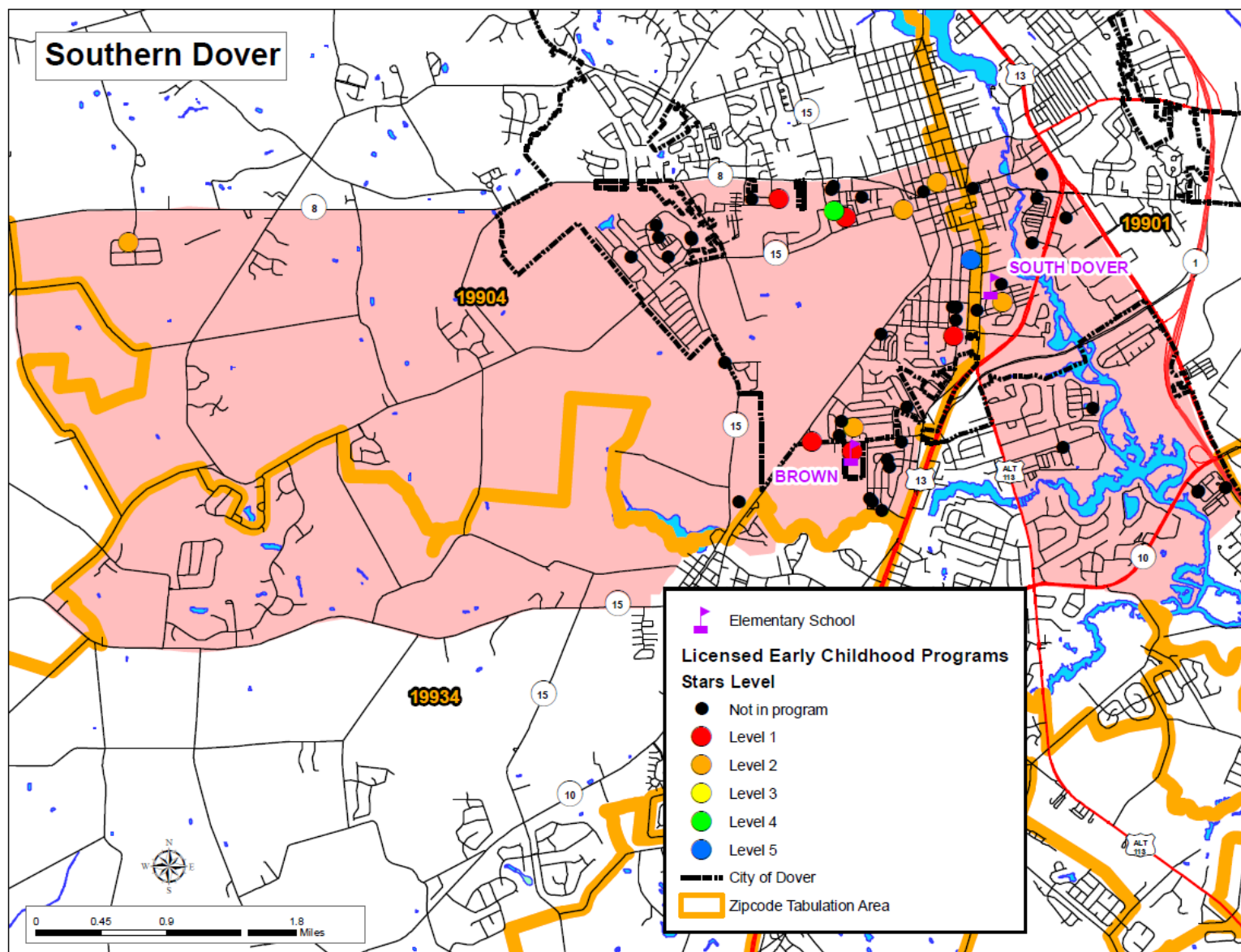
Source: University of Delaware, December 2012, from data collected by the Center for Applied Demography and Survey Research



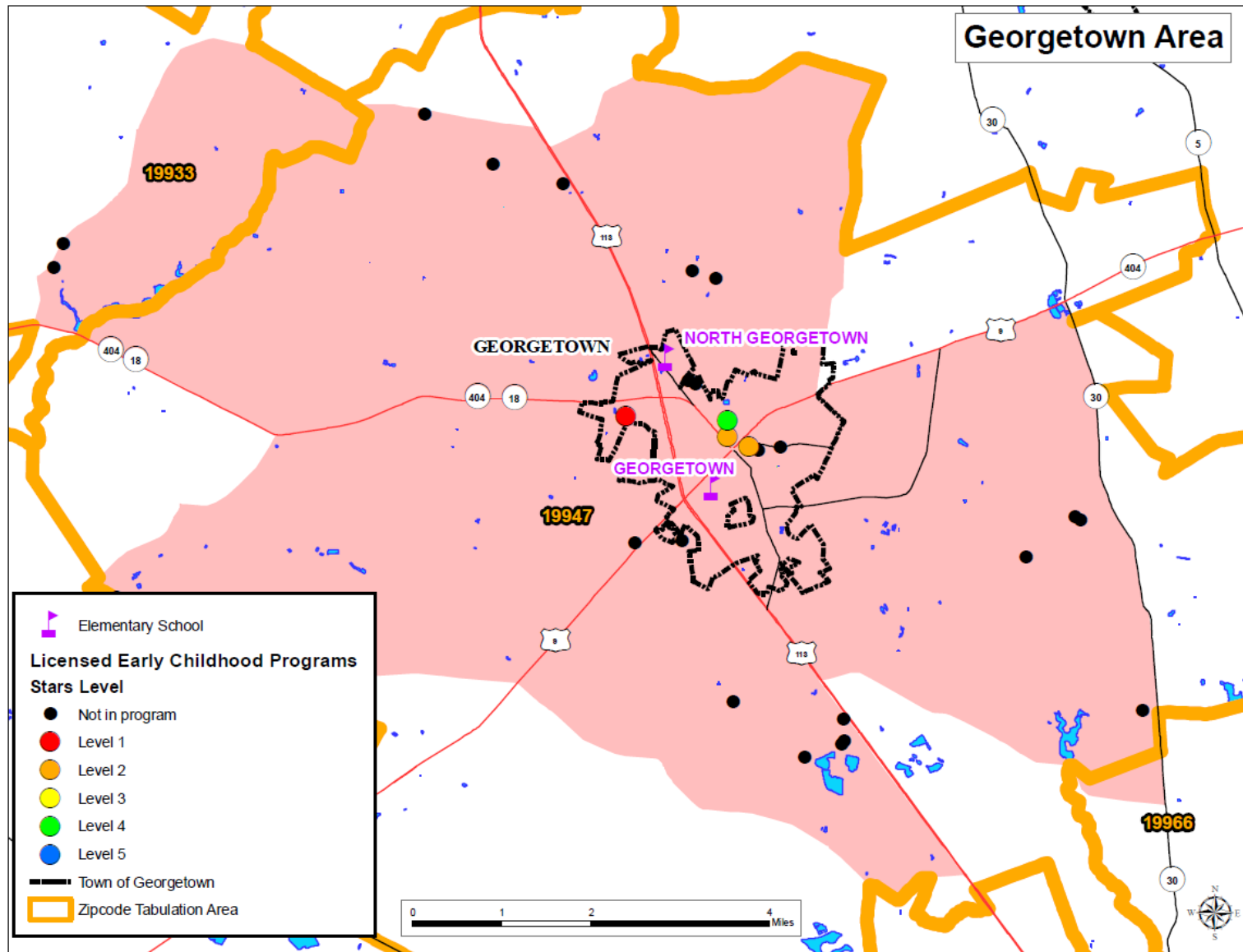


Source: University of Delaware, December 2012, from data collected by the Center for Applied Demography and Survey Research

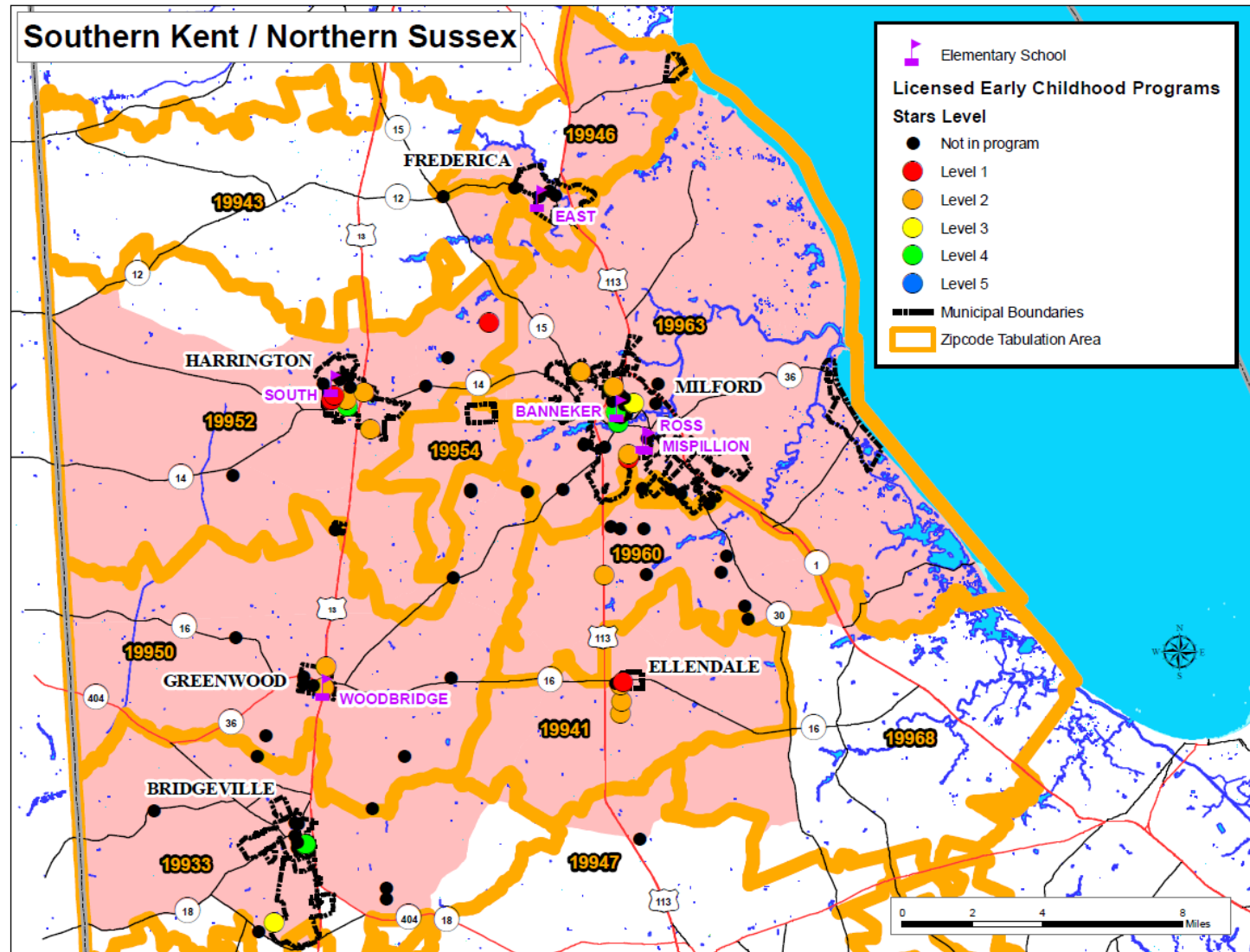


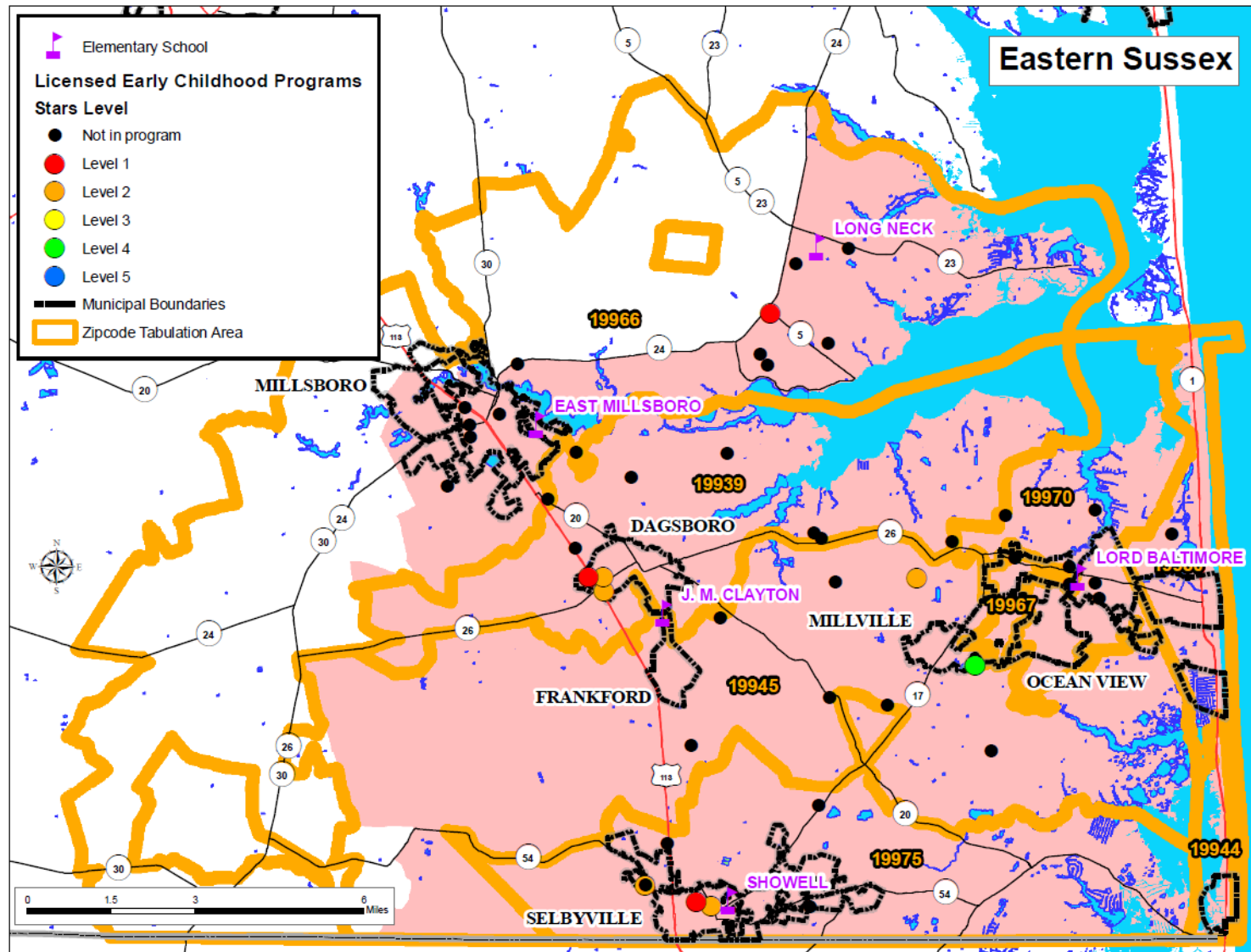


Source: University of Delaware, December 2012, from data collected by the Center for Applied Demography and Survey Research

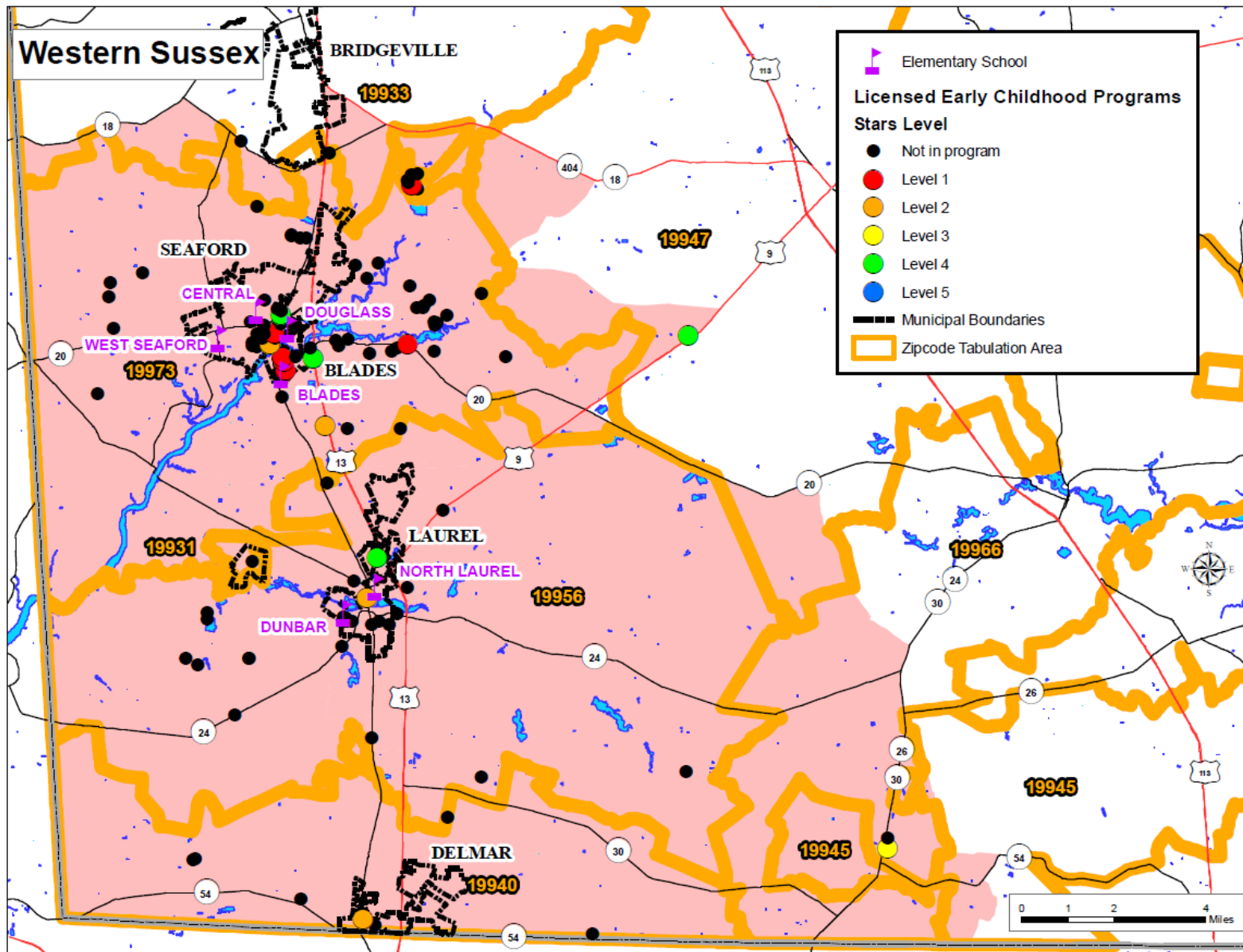


Source: University of Delaware, December 2012, from data collected by the Center for Applied Demography and Survey Research









Source: University of Delaware, December 2012, from data collected by the Center for Applied Demography and Survey Research

## LETTER OF COMMITMENT SAMPLE

*(Enclose completed letters of commitment in your Community Application for each identified Delaware Readiness Team member)*

(Date)

(Name) *(Team lead)*

(Job Title)

(Company)

(Street)

(City, State Zip)

Dear *Team leader*

Thank you for including me in the formation of our community's Delaware Readiness Team. I believe all children, birth through 3rd grade, require a strong start to achieve their full potential. To that end, I am committed to working with you and other community leaders to support its vision of building strong and reciprocal linkages between schools and the early learning community.

As a member of the Delaware Readiness Team, I will attend DEL TEAM meetings and participate in the community assessment process. I will offer my expertise and work with the other members to accomplish prioritized goals and to communicate the DEL TEAM's efforts to the community throughout the grant funding period and I will seek strategies for sustainability beyond the life of the grant.

I look forward to participating in this important community work.

Sincerely,

*(Representative's Signature)*

(Typed Name)

Agency

Contact information